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FILLING PLAN OF TASKS IN THE KOSOVO ARCHIVES

Izvlček:

Klasifikacija del v kosovskih arhivih

Revitalizacija arhivske ustanove je edina priložnost, ko se lahko določi klasifikacija del. Organizacija del v arhivu zahteva dolgoročno planiranje za prihodnost. Arhivsko gradivo ni le kulturna dediščina, zato je potrebno v organizaciji predvideti zadostno število del in delovnih metod. Uspeh je odvisen od pogojev in podpore ustanov, ki neposredno delajo z arhivom.

Ključne besede:

načrtovanje, sistemizacija, menedžment, težave, arhivsko gradivo

Abstract:

For creating a filling plan of tasks in an archives, archives revitalization is the only factor that gives us this opportunity. The organization of jobs in the Archives requires long-term planning for the future. In this regard a sufficient number of tasks on the organization of archives and working methods should be performed, as archives are not only cultural heritage of the past. Success in the archives is dependent on conditions and support of the institutions that are directly involved with the archive.

Key words:

planning, systematization, management, problems, archival documents

Perception and assessment of archives by professionals of public management

Assessments of the attempts for restructuring public administration are usually deficient in assessing archival institutions.

Concept and archival phenomenon, although it is known in public administration and in various record-holders in almost every period of time, watching these institutions is always faciant to archives. If contributions or support which offered in various institutions from the archives, even critical or faciant assessment of the size of archives. It is the biggest cause, for not needed interest to establish an archival unit in the organizational structure in various institutions. As a result, articles are insufficient to define a vision for archival institutions. But, however archives with problems in general, continue to confronting with obstacles with its capacities they have. The other problem is, because the archives are seen only as a cultural heritage of the past.

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This point of view across different institutions and organizations is the biggest factor for not caring or ignoring to archives. However, the archives cannot be seen only as a cultural heritage of the past. Archives are mainly indicators of administration, because it is an area of natural documents produced in administration. The main reason that compels appearance of archives is administrative issue because after a long time when those documents end function of the administrative process, they can be used for cultural issues. Creation of documentation is not a cultural purpose, because documents are not created for cultural purposes. Ignoring this issue and judging by the fact it will be quite natural for the wrong applications in archives. Archives require planning for the future and therefore start with organizing and planning, and searching for a meaning which requires the application of methods.

Planning the work and duties in archives

To have a comprehensive planning of works and archival tasks in Kosovo, first we must consider the conditions under which work, circumstances, opportunities and requirements which emerge from this field of archive. As obstacle of a contemporary planning realization are consequences of the war left past few years, what do we to deal with the initial tasks of archival science, however this should not be an excuse for not making a plan that would be guidance to archival works.

The main purpose of planning is directly related to the maximum use of the time to perform the duties and tasks that we emerge in archival field. We say this based on international experience, which should be a guide for our further work. To realize this work plan should be drawn regulations that support it. This planning has to do with release consultations of documents which are stored in the archive because it is a vital requirement of world democracy from which can not deviate. As physical persons as well as juridical persons who create documents should be subject to the principle of documents communication that will be one of the main purposes of scientific researchers. The main cause of the documents communication related to the period in which we live and which otherwise called the century of scientific dominance where archives have a major role in the communication and publication of data which stored inside them.

The brightness of the background of each person, country or people make archives by publishing and communicating documents that do not have a confidential attribute for certain periods of time.

To apply all these international rules and standards first must to complete preconditions such as the development of modern technology, but it cannot be a reason that our state archives do not make best efforts to implement them.

All these we mention to show that planning of archival development must appropriate to the conditions and circumstances under which the work should be done. It is well known that in Kosovo contemporary circumstances and conditions of the planning, processing documents confronting with no little difficulty, whether objective or subjective nature.

We believe that staged planning should be applicable to these criteria:

- Planning the acquisition of documents.

In this sector should be planned collection of all archival documents that have a historical significance. Increase of applications for admission to various documents is

very large; because the change of the system and the war influenced that a significant number of documents are in front of unplanned disposal. Therefore, to save this documentation, in most cases with historical significance, the archive was forced to accept that even such documents which did not attain the criteria for conservation.

- Planning of system for document management.

Managing documents to fulfill the general conditions should be subject to the processes associated with this field. During the processing of documents one could be confronted with unplanned changes and forced to review planning in order to appropriate the conditions and circumstances with which we are dealing.

Besides global planning should have in mind the objectives that we have put forward for proper management of documents.

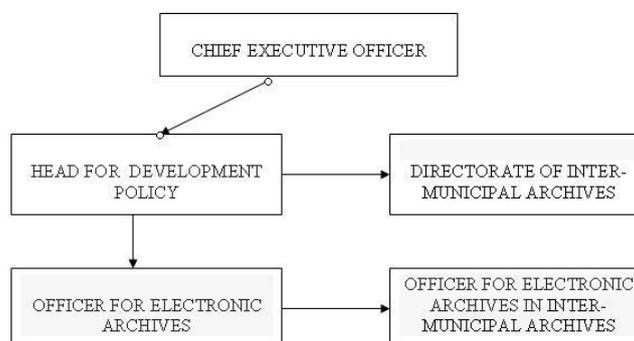
- Planning of processing and restoration of archival documents.

Management staff for good progress and execution of archival planning.

This is the highest level that share responsibilities with archivists in general, but often these responsibilities fall on the staff itself. As a general responsibility we have:

- a. Management qualitative on where to appoints standards that relate to the processing of documents;
- b. The quality of the performance of the system for upgrading of level that should be requested guidance from the highest levels of archival supervisor;
- c. In the archival institution researchers have the right to require the consultation of documents which are not prescribed by law as confidential;
- d. Cooperation between physical and juridical persons must be done according to applicable laws and regulations.

When the supervisor of a repository is absent from work for objective reasons, responsibilities for execution of his work fall on a person that works in this service or the director of the department takes this responsibility upon himself. A clearer distribution of tasks and responsibilities is presented through the following table.



Internal communication for the exchange of archival experiences for fulfilling goals related to comprehensive planning of activities related to documents and their processing. The quality system of planning affects to adequate advance proposals

(new services). To follows all these activities supervisors of archives in highest level must crowded with archivists as implementing of tasks, at least twice a year.

Supervisors should bring concludes from meeting with archivists and then proposes the most advanced ways on the implementation of proper planning.

- Publication of the guide;
- System of standards;
- The duties of the work;
- Service on procedures and processes.

Based on the above mentioned issues we think that planning goals in archivistic will fulfilling the purpose for which it is designed.

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POVZETEK

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KLASIFIKACIJA DEL V KOSOVSKIH ARHIVIH

Dolgoročno planiranje del in nalog za potrebe arhivskih služb je dejavnost, ki zahteva temeljit premislek. Največja težava pri organiziranju arhivske službe pri ustvarjalcih je dejstvo, da so arhivski oddelki navadno zelo zapostavljeni oz. se nanje, na njihovo mesto v organizacijski strukturi institucije, pomisli nazadnje. Čeprav imajo arhivi tako na splošno veliko težav, pa se še naprej spopadajo z ovirami, ki jih pri svojem delu srečujejo. Še en problem, ki se prikazuje, je dejstvo, da se na arhive gleda le kot na varuhe kulturne dediščine.

Za popolno načrtovanje arhivskih del in nalog na Kosovu smo morali najprej razmisliti o pogojih, v katerih se delo opravlja, okoliščinah, priložnostih in zahtevah, ki izhajajo iz arhivske stroke. Glavni namen načrtovanja se neposredno nanaša na maksimalno porabo časa, v katerem se opravijo dolžnosti in naloge. To lahko trdimo glede na mednarodne izkušnje, ki naj bodo vodilo pri našem delu. Za dokončanje tega dela pa potrebujemo tudi primerno zakonodajo.

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